MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 29/No.3 SUMMER 2000

Hear Ye!

Hear Ye!

MAC and MARAC will be "Closing the Books on the Twentieth Century" this Fall in Cleveland. Join us!

PRESERVATION

MICROFILMING and SCANNING SERVICES

Alpha Systems
has the ***Image***
you're looking for

- Newspapers
- Rare Books
- Manuscripts
- Serials
- Government Publications
- Historical Records
- Monographs
- Special Collections

Standards:

- Research Libraries Group
- Library of Congress
- ANSI
- National Archives and Records Services

Conversion of 16mm and 35mm film to Electronic Image

CD ROM and other electronic media

Superior Product at Competitive Prices
At our site or your site nationwide
Preservation Microfilming since 1975

For information and pricing call
800-732-9644

TABLE OF CONTENTS

3 From the Chair

5 Treasurer's Report, FY 1999

6 Regional Fusion: MARAC and MAC Rock Cleveland

7 Steering Committee Meeting Summary

10 State & Local News

15 One Of Our Own

17 Preservation News

19 Continuing Education Focus of NFACE Conference

21 The Modern Archives Institute: A Diary

23 Leonard Rapport MAI Scholarship

24 Employment Opportunities

26 MARAC Meeting scholarships & MARAC Finding Aids Awards

27 Arline Custer Memorial Award

ADVERTISERS

C2 Alpha Systems

4 Ocker & Trapp Library Bindery, Inc.

9 Archival Systems, Inc.

9 Archival Products

14 G.M. Wylie Company

C4 MAC Archival Issues

About the cover:
From *Music: A Pictorial Archive of Woodcuts & Engravings. Selected by Jim Harner.* (Dover Publications, Inc. NY, NY. 1980). From the "Pictorial Archive Series," this work offers hundreds of copyright-free illustrations of instruments, bands and composers.

FROM THE CHAIR

Those of you who made it to New Brunswick know that it was a very good conference. The special events such as the Friday evening reception went off very well, and there was a broad range of good, solid conference sessions to attend. I had the opportunity to attend some of the conference sessions and was duly impressed. All totaled, this conference was an excellent experience.

Now it is on to Cleveland. The MARAC/MAC joint meeting in Cleveland, Ohio, this October, promises to be well worth attending. The planning so far indicates a broader range of sessions and workshops because of the anticipated crowd from this joint conference of the two largest regional archival organizations. And by the way, Cleveland is undergoing a renaissance that has made it a very appealing city.

In my last "From the Chair," I discussed the formation of a committee to review MARAC's service contract with Kimball and Associates. That committee finished its review and met with Kimball and Associates on May 12. The committee's recommendations at that time were for a renewed and modified contract with a MARAC ad hoc committee to monitor contractual responsibilities. The Steering Committee approved the recommendations, and the specific terms and language of the contract are now being worked out. Once that is finished, I will explain in more specific detail what Kimball and Associates are doing for MARAC during the second year of this contract. In general terms, most of the financial and publishing responsibilities will revert to MARAC. Conferences, mailings, the MARAC Directory, and membership responsibilities will remain with Kimball and Associates.

MARAC is in the process of reexamining the financial structure of its conferences. This organization has not received any significant conference income for the last three or four meetings. Because MARAC generates income from two primary sources — membership dues and conferences — it is time to look closely at the process and consider making changes. Hotels clearly view conferences like MARAC as profit centers, more so than in the past. MARAC pays more for meeting rooms and rental equipment such as audiovisual components for conference sessions. The Meetings Coordinating Committee (MCC) discussed this subject at length in New Brunswick, then brought the issue to the Steering Committee. MCC recommended increasing the

conference fee to an amount not to exceed $65 for members pre-registration. The Steering Committee approved the $15 increase.

However, not every conference will charge the maximum $65 for pre-registration. The increase provides an additional way to balance conference costs. MARAC will continue its long standing philosophy of presenting conferences that offer a good educational experience at a reasonable expense. The difficulty lies in defining "reasonable" as the costs of holding such meetings continue to rise. MARAC's overall finances are good, and we want to keep it that way.

James Byers, Chair
Archives of American Art
Smithsonian Institution
Phone: (202) 314-3905
Byersj@aaa.si.edu

OCKER & TRAPP

COMPLETE LIBRARRY BINDING
& CONSERVATION SERVICES

CUSTOM DESIGNED ENCLOSURES
GOLD STAMPING/EMBOSSING
REPORTS & MINUTES • LEGAL BRIEFS
DESKTOP PUBLISHED BOOKS
SHORT RUN EDITION BINDING

CONSERVATION
RESTORATION
DEACIDIFICATION
ENCAPSULATION
PRESERVATION PHOTOCOPYING
SPECIAL HAND BINDING

OCKER & TRAPP
LIBRARY BINDERY, INC.

We are dedicated to craftsmanship and understand the need for consistent quality and efficient service

17A PALISADE AVE • EMERSON, N J 07630-0314
TEL 201-265-0862 OR 1-800-253-0262 • FAX 201-265-0588 • www.ockerandtrapp.com

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Treasurer's Report, Fiscal Year 2000
January 1, 2000 – March 31, 2000

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1999 Actual
REVENUE AND SUPPORT								
Membership Dues	$38,000 00	$16,674 50	$2,170 50			50%	$18,845 00	$26 646 00
Publications Sales	$1,500 00	$165 00	$340 04			34%	$505 04	$875 59
Pub Advertising	$2,000 00	$710 00	$0 00			36%	$710 00	$1,043 50
Bank Interest	$5,000 00	$591 64	$434 10			21%	$1,025 74	$4,761 62
Conferences	$100,000 00	$20,900 00	$4,125 00			25%	$25,025 00	$15 184 45
Mailing List Sales	$800 00	$60 00	$0 00			8%	$60 00	$90 00
Contributions	$600 00	$119 50	$11 50			22%	$131 00	$348 00
Miscellaneous	$100 00	$0 00	$0 00			0%	$0 00	$68 78
Total Revenue - Support	$148,000 00	$39,220 64	$7,081 14	$0 00	$0 00	31%	$46,301 78	$49,017 94
EXPENSES								
General	$1,350 00	$0 00	$520 00			39%	$520 00	$1 289 39
Administrator	$40,015 00	$15,632 89	$9,495 25			63%	$25,128 14	$13,399 84
Treasurer	$2,275 00	$50 00	($36 80)			1%	$13 20	$539 19
State Caucuses	$1,350 00	$409 15	$48 29			34%	$457 44	$411 21
Committees	$5,675 00	$251 10	$1,035 70			23%	$1,286 80	$3,214 38
Publications	$17,400 00	$7,062 92	$2,395 00			54%	$9,457 92	$8,782 00
MARAC Archivist	$500 00	$0 00	$0 00			0%	$0 00	$500 00
Awards	$575 00	$200 00	$0 00			35%	$200 00	$425 00
Conference Expenses	$76,000 00	$2,325 73	$19,865 64			29%	$22,191 37	$3,793 30
MARAC Scholarship	$2,860 00	$585 00	$585 00			41%	$1,170 00	$1,394 51
Miscellaneous	$0 00	$0 00	$0 00			0%	$0 00	$10 00
Total Expenses	$148,000 00	$26,516 79	$33,908 08	$0 00	$0 00	41%	$60,424 87	$33,758 82
NET INCOME or (LOSS)	$0 00	$12,703 85	($26,826 94)	$0 00	$0 00		($14,123 09)	

SUMMARY - SECOND QUARTER FY 2000	
Opening Balance	$145,630 32
Income	$7,081 14
Expenses	($33,908 08)
Closing Balance	$118,803 38

FUND	OPENING	CREDITS	DEBITS	CLOSING
Current	$49,843 96	$12,069 64	($33,908 08)	$28,005 52
Endowment	$20,786 36	$11 50		$20,797 86
Reserve	$75,000 00	($5,000 00)		$70,000 00
Totals	$145,630 32	$7,081 14	($33,908 08)	$118,803 38

Cash Accounts	
Checking Accts	$2,096 26
Savings Accts	$71,773 15
Cert of Deposit	$44 933 97
Total	$118,803 38

REGIONAL FUSION: MARAC AND MAC ROCK CLEVELAND

The best archival conference this side of the Rockies occurs this October as the Midwest Archives Conference (MAC) and MARAC join forces in revitalized downtown Cleveland. For the second time in their twenty-something years, the two largest regional associations are meeting together to share professional insights and ideas, and to meet, mingle and have fun. The Sheraton City Centre in downtown Cleveland will host the conference, which runs from Thursday through Saturday, October 19–21.

Unusually rich opportunities for continuing education will unfold in nine workshops by MAC, MARAC, SAA and ARMA, the Association of Records Managers and Administrators. SAA will present a two-day workshop on encoded archival description on October 17 and 18, and a workshop on architectural records on October 18. MAC's series of basic workshops — Fundamentals of Archival Acquisitions and Appraisal, of Reference, of Archival Description, and of Preservation Management — will be offered from October 19 through 21; participants may take one or all in the series. Finally, on October 18 and 19 there will be workshops on risk awareness and control in records management, disaster preparedness, and implementing EAD.

One exciting element of the program will focus on the growing divide between the administration of archives and the administration of manuscript collections. Ian E. Wilson, National Archivist of Canada, will address this issue from an international perspective at the plenary address Thursday afternoon. Following his talk, conferees will participate in interactive small group discussions, following the successful pattern MAC set at its last meeting. This arrangement will allow archivists and manuscript curators to "square off" and discuss their professional concerns. Concurrently, other panel sessions will explore a wide range of topics, from employment issues, electronic records, and archival outreach, to the relationship between SAA and the regional archival organizations. With both MAC and MARAC members at the various sessions, a broad spectrum of experience and opinion will certainly energize the exchange.

The Local Arrangements Committee (LAC) has lined up tours to satisfy a huge range of interests. You can get down with James Brown or head uptown to the sounds of the orchestra. Or lift a glass at a 19th century tavern, peer into the huge vault at the still operational historic Federal Reserve Bank, visit the Catholic Diocese of Cleveland Archives, or watch a high-tech steel mill in action. Dip into a medley of cultural and science museums, check out the Cleveland Browns' state-of-the-art stadium, or fly by a NASA research center. How about the Rock and Roll Hall of Fame, you say? Sign up early for a reduced rate on Saturday afternoon.

Beyond these organized, educational activities, conferees will find ample opportunities to meet colleagues and see the city. At Friday's luncheon, Cleveland historian John J. Grabowski will deliver a talk entitled *It's Been a Long time Since the River Burned: A Light Look at Cleveland History.* The newly renovated Cleveland Public Library, a Beaux-Arts building dating from the twenties, will host the Friday evening reception. LAC will offer restaurant tours, including fine dining establishments along the Cuyahoga River. In addition, blocks of seats have been reserved at the Cleveland Play House and the Cleveland Orchestra for conference attendees.

Getting to Cleveland is easy with Southwest Airlines. Promotional roundtrip internet fares from Baltimore and Islip are less than $100. Details about this exciting opportunity for interaction with our sister organization fill the conference program, which will be in the mail before summer's end. Send in your registration form, and **be sure to hold on to that program! Bring it with you to the conference.** Following MAC tradition, a pocket program in your registration packet will guide you through the activities, but the program you receive in the mail provides the most detailed session information. (The program is on-line at http://www.csuohio.edu/cut/clevmm.) As that famous archivist Drew Carey has opined, "Cleveland Rocks!"

MARAC STEERING COMMITTEE SUMMARY

May 18, 2000
Maryland Historical Society
New Brunswick, New Jersey

24 Members in attendance.The minutes of the winter meeting were approved.

CHAIR'S REPORT
Introduction of new Steering Committee members

Report by Kimball & Associates — Catherine Payson of Kimball & Associates reported on K & A's activities since the last Steering Committee meeting. She also reported that MARAC currently has 942 individual members and 30 institutional members. K & A also provided financial and administrative services for the meeting.

VICE-CHAIR'S REPORT
Marsha thanked Steve Dalina and Erika Gorder for their work on the New Brunwick meeting. Steve reported that the meeting had 207 registrants including 15 walk-ins. Steve thanked the Local Arrangements Committee for their work, and Marsha Trimble and his colleagues for their support.

Dan Linke gave a report on the arrangements for the joint MAC-MARAC meeting to be held in Cleveland in October. The Program Committee has done much of its work by a listserv established for the purpose. The meeting will merge two different meeting schedules and traditions. Dan distributed a tentative program schedule and discussed the budget for the meeting. The budget has been planned for between four and five hundred registrants. The reception will be held at the newly renovated Cleveland Public Library.

Future MARAC meetings will be as follows: Spring 2001 in Philadelphia, Fall 2001 in Richmond, Spring 2002 in Baltimore, Fall 2002 in Poughkeepsie (this is a joint meeting with NEA).

The discussion then turned to the issue of hotel contracts and sleeping rooms commitments.

MARAC has traditionally received much of its income from dues and conferences but recent meetings have not reached income goals. MARAC must begin to rethink conferences as a source of income in light of the rising costs. The Meetings Coordinating Committee made several suggestions. There was some discussion concerning meeting issues including the hospitality suite. The Meetings Coordinating Committee has suggested that the suite have a bar staffed by hotel personnel. Discussion then turned to the MCC's suggestion to raise the ceiling for registration fees. It was voted to raise the ceiling for registration fees to $65 with the provision that LACs did not have to charge the full amount if it is possible to turn a profit at a lower registration rate.

TREASURER'S REPORT
Rebecca Collier reported that MARAC has had its final audit for its fiscal year and its tax return has been filed. The third quarter report shows that MARAC is operating at a loss for the year in the amount of $26,000. The treasurer will transfer $30,000 from the reserve to cover the loss. Currently, MARAC is receiving income only from dues, not from conferences. The reserve has decreased $5,000. An additional $10,000 was transferred to the MARAC checking account in the 3rd quarter.

Concerns with K&A's handling of financial services were reviewed.

Strategic Plan Implementation Update: The change to IRS status from 501(c)(6) to 501(c)(3) was mailed to the IRS in February. After the change in status is received, MARAC will need to apply for sales tax-exempt status in each locality except Delaware.

AD HOC COMMITTEE TO REVIEW THE MARAC/K & A CONTRACT
The committee was to identify what modifications might be made to the existing contract. It was determined that MARAC members were happy with K & A's work on MARAC conferences, mailings of the newsletter and directory, database maintenance, and the look of the directory. There were some issues and questions with the financial side of the services and with the process of producing the newsletter and directory. The committee asked K & A to review its contract with MARAC to determine how it might be modified to better suit our needs. In reviewing the past year, it was decided by K & A and MARAC that the financial services provided by K & A should be returned to MARAC. This would result in a reduction in the annual fee.

The Ad Hoc Committee considered a number of issues and is making the recommendation, with reservations, to continue with the K & A contract for another year under two conditions: a review committee should be established and MARAC must closely monitor contract costs given its reduced income levels. It was voted by the Steering Committee to continue with K & A for these services as suggested by the Ad Hoc Committee.

MARAC STEERING COMMITTEE SUMMARY

ARCHIVIST'S REPORT

Lauren Brown reported a graduate student assistant has been completing an updated version of the finding aid for the MARAC Archives. The Archivist assisted MARAC officers with several queries and volunteered in preparing MARAC certificates. Several new accessions were received.

STANDING COMMITTEE REPORTS

Education — The committee would like to add extra workshops to future programs and is investigating sponsorship for workshops. The winners of the scholarship awards were announced. Workshop attendance at the New Brunswick meeting was reported. Workshops at the joint MARAC/MAC Cleveland meeting have been established. SAA will be offering two pre-conference workshops. The local ARMA chapter will be offering a Disaster Management workshop.

Workshops at the Philadelphia meeting in the spring of 2001. Miriam Spectre has agreed to act as liaison. Melody Haymire was selected as the recipient of the Leonard Rapport Modern Archives Institute Scholarship. Meetings Scholarship recipients for the New Brunswick meeting are Elizabeth Arena (recent graduate of NYU's Archival Management program) and Jessica Lacher-Feldman (currently employed at the College of Saint Rose and the Mental Health Association in Albany, NY).

Education Committee members Tom Rosko, Mary Rephlo, and Peter Wosh, along with Danna Bell-Russell, attended the National Forum on Archival Continuing Education (NFACE), April 27–29. The committee will be updating the pre-existing and recently dormant "Roster of Instructors." The committee will be looking into alternative delivery methods for archival education, including distance learning. (See p. 19 for more on the NFACE meeting.)

Membership Development — Discussed moving the time of the new member meeting at Cleveland and its plans for next year. Asked caucus members to provide suggestions for new member recruitment. During February and March, 28 new members were sent their welcoming information. Recruitment coordinator reports that recruitment letters to 100 companies considered the best prospects in the New York/New Jersey area were sent in late March. Business recruitment should continue this summer. Business recruitment offers MARAC a tremendous opportunity to strengthen the archival field by convincing companies that they need archivists. The revised text for the membership brochure has been completed, and general layout ideas are ready to be turned over to the Publications Committee for any additional design work and printing.

Outreach — Seeking submissions of photographs dealing with technology and communication for Archives Week 2000. Recommendations for the next meeting's service awards accepted.

Custer Award — Two categories of Custer Awards: monographs and articles were awarded.

Finding Aids Award — The committee was able to create two award categories based on repository size. The committee awarded three prizes of $100, $75, and $50 to large repositories and two awards of $50 and $25 to small repositories. The committee would like to publish a brochure to explain the procedure and encourage entries.

Publications — There were some production problems with the *Mid Atlantic Archivist*. New leaflets by Tom Connors and Sharon Pullen will be available soon. Statistics from the MARAC web site were reviewed.

NCCPH — Page Miller has retired as NCC Executive Director. Bruce Craig, who started on May 1, will replace her. MARAC has rotated off of the NCC's Policy Board, and MAC will take its slot. At the Board meeting, members endorsed two NCC campaign issues that the Director was advised to take to the Presidential candidate: one concerning declassification of all but the most sensitive of historical records over 25 years old, and the second concerning the preservation of electronic records. The Board also voted to urge Congress to pass the President's request of $150 million for NEH in FY 2001 and to urge $309.343 million for the National Archives. Letters are now needed concerning these requests.

STATE CAUCUS REPORTS

See Appendix

OLD BUSINESS

FIRM Report — A coalition of records managers in the federal government met in spring and suggestions for raising the awareness of records managers were solicited and ways to provide support to the federal government during the implementation of the paperwork reduction act were discussed. A second symposium was held on March 9; the topic was the legal and histori-

MARAC STEERING COMMITTEE SUMMARY

cal context of electronic records. There will be a daylong FIRM summit on June 21.

NEW BUSINESS

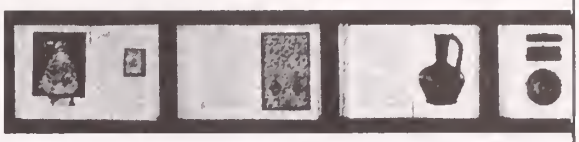
National Forum on Archival Continuing Education (NFACE) — The NFACE Forum was held in Decatur, Georgia in April discussed issues regarding continuing education.

Shenandoah National Park — A letter to the Park Service regarding the Shenandoah National Park, which has a collection of archival material about the park and its operations, is being written. The records have received little attention until recently and the letter will express MARAC's support and offer assistance with this important project.

Summer meeting — The summer meeting will be held in Baltimore.

ADJOURNMENT

Preservation Microfilming



- Specializing in working with libraries and archives on their preservation microfilming needs.
- Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
- Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
- Competitive pricing. Written estimates provided on all projects.

A S

Archival Systems, Inc.
11 Spartan Place
Dix Hills, NY 11746
Tel: 631-242-8532
Email: Jerry@ccmcomputer.com

Elegant Solutions for Preservation

ARCHIVAL PRODUCTS
A Division Of Library Binding Service

Pamphlet Binders	Bound Four Flap Enclosures
Music Binders	Archival Binders
Archival Folders	Archival Boards
Manuscript Folders	Adhesives
Hinge Board Covers	Bookkeeper
Academy Folders	Century Boxes
Newspaper/Map Folders	Record Album Enclosures
Polypropylene Sheet & Photo Protectors	Conservation Cloths
Conservation & Preservation Tapes	

Call for a complete catalog

ARCHIVAL PRODUCTS
A Division of Library Binding Service
P.O. Box 1413
Des Moines, Iowa 50305-1413
800.526.5640
Fax 888.220.2397
custserv@archival.com
http://www.archival.com

STATE AND LOCAL NEWS

Before I start this column, I want to pay tribute to the people who have served as State Caucus reps for the past two years. Each has done a wonderful job and I have enjoyed working with them over the past two years. Best wishes to Barbara Hall (DE), Susan McElrath (DC), Mary Ellen Rogan (NY), David Hedrick (PA) and Linda Miller (VA) as they leave their posts. I am sure that they will continue to provide service to MARAC in many ways for many years to come.

Congratulations and welcome aboard to our new Caucus Reps: Connie Cooper (DE), Jim Cassidy (DC), Geoff Huth (NY), Margaret Jerrido (PA) and Laura Drake (VA). Please contact them for information about your state caucus or MARAC in general. If you have specific interests or programs that you would like to see, let your Caucus Reps know. To meet your needs and truly represent you, they have to know what the issues are. And keep them informed about what's happening in your archives. You can also send items for State and Local News to me directly. Remember: if we don't know what's happening with, we can't tell the membership.

Special congratulations to Tom Battle and Tom Connors, both elected to the SAA Council, and to Joseph Anderson who now joins to the Nominations and Elections Committee. Lee Stout will begin his term as SAA President at the Denver meeting this summer, while Fynette Eaton, SAA Council member, and Robert Sink, Treasurer, will complete their terms of office.

And now, on to the News from the States...

Delaware

This summer and fall, the Delaware Public Archives(http://www.archives.lib.de.us) will be moving into its new facility. The public research room is expected to be closed for three to four weeks. For the remainder of the period, all microfilmed records will continue to be accessible. Original materials will be unavailable. Visitors should call ahead to verify the availability of needed resources.

The Historical Society of Delaware (http://www.hsd.org) recently mounted two successful exhibits. "Wilmington Goes to the Movies: Theatres of the Last Century," open from April 8 through June 9, featured 30 photographs of local theatres and more than 50 programs, newspaper ads and related articles from the Society's archives. On April 28, the Society opened "Vanished Estates of the du Pont Family," commemorating the du Pont Family bicentennial. The exhibit examined homes built by the du Ponts which now exist only in photographs. Toys, silver, furniture and garden ornaments completed the display. The exhibit closed in early August.

In addition to these exhibits, the Society also co-sponsored Delaware's History Day 2000 competition "Turning Points in History." This event allows students in grades 6 through 12 to prepare exhibits, papers, performances and media projects. MARAC member Ellen Rendle, Curator of Maps and Photographs, served as a state coordinator.

The Hagley Museum and Library (http://www.hagley.org) opened "Coming to America: the du Pont Family's Story" on May 6. This exhibit included original items never before on display, as well as treasures such as portraits, drawings, photos and artifacts from both Museum and Library collections. The story of the family's immigration from post-revolutionary France in 1800 is handsomely explained in this bicen-

Send news items to

Danna Bell-Russell
National Digital Library
Learning Center
Library of Congress
101 Independence Avenue, SE
Washington, DC 20540; (202) 707-4159 or **dbell@loc.gov**

tennial exhibit which runs through July 2001.

The Hagley Library's current case exhibit reflects U.S. Presidential materials from the library, pictorial and archives departments. The showing includes the Library's copy of Woodrow Wilson's *George Washington* which includes an original Howard Pyle sketch, textile swatches replicating Eleanor Roosevelt's third Inaugural gown, and Presidential correspondence alongside many other items. The exhibit will be on display through November.

The Special Collections Department of the University of Delaware Library has acquired the Conard-Pyle Company Archives. This collection — nearly 140 linear feet of records from 1891 to the present — documents a prominent rose nursery in West Grove, Pennsylvania. A wealth of material is included: nursery catalogs, brochures, publications about roses, horticultural journals, inventories, sales accounts, financial statements, advertising, plant patents, records of the license department, annual reports, correspondence, memoranda, photographs, and memorabilia. Beyond documenting more than a century of Conard-Pyle's products and business, the collection speaks to the history of the rose, international horticultural research, professional organizations, flower shows and all aspects of the nursery trade, and augments the rich horticultural collections and seed catalogs held in the Department.

From August 22 through December 15, the University of Delaware Library will host a new exhibition "Paul Bowles: 1910–1999" in the Special Collections Exhibition Gallery in the Morris Library. Curated by MARAC members L. Rebecca Johnson Melvin and Timothy Murray, the exhibit is drawn entirely from the Library's extensive holdings related to Paul Bowles, the American expatriate who traveled the world and settled in Tangier. Of particular interest are newly discovered manuscripts and papers acquired by arrangement with Bowles prior to his death in 1999. Each phase of the writer's long, productive career is represented in proofs, galleys and first editions of novels, stories, translations, travel writing and poetry. Original manuscripts, correspondence, journals, notebooks, photographs, artwork, musical scores, sound recordings, periodicals and ephemera enhance this display of the work of the multifaceted Bowles. A published catalog and a virtual exhibition on the Library's web page are planned.

Caucus Representative Connie Cooper can be reached at (302) 655-7161 or hsd@dca.net

District of Columbia

On September 18, National Archives in DC will host the 2000 Fredric M. Miller Memorial Lecture, supported by the Philadelphia Foundation and co-sponsored by the Chesapeake Chapter of the American Studies Association. Michael Frisch, Professor of American Studies at State University of New York, Buffalo, will present "Public History and Imagining the Future: New Areas of Collaboration in the Context of Civic Celebrations, New Technologies, and Regional Economic Development." Following a 5:30 reception, the Lecture will begin at 6:30. There is no charge but reservations are requested; RSVP to Naomi Miller at 301-493-6651 or millerfn@erols.com by September 6.

Planning for Archives Week is underway. The DC Caucus will host its third Archives Fair on Thursday October 12 from 12:30 – 5:30 p.m. at the Smithsonian's Ripley Center. Archives in the Washington, DC area are encouraged to participate. Along with the Historical Society of Washington, DC, the Caucus will co-sponsor a workshop for local middle school and high school teachers as part of the Archives Week slate of activities. The workshop will introduce the teachers to archives and primary sources. After a brief explanation of policies and procedures and ways to locate collections, the teachers will rotate through a series of activities using primary sources.

The DC Caucus and the National Archives Assembly co-sponsored the "First Hand Award: Creative Uses of Primary Sources" for the Washington, DC student who extensively and creatively used primary sources in a History Day project. Congratulations to Alex Buchner, recent winner for an individual exhibit on the Berlin Wall.

The Records Administration and Acquisitions Committee of the National Archives Assembly presented a program on the Federal Depository Library Program Electronic Collection at the Archives building in College Park. The fea-

tured speakers were Gil Baldwin, Director of the Library Programs Service (LPS) of the U.S. Government Printing Office (GPO), and George Barnum, Electronic Collection Manager for the Depository Library Program within LPS. This presentation focused on the issues that the GPO faces in dealing with electronic publications.

Caucus Representative Jim Cassidy can be reached at (301) 713-7110 x 258 or james.cassedy@arch2.nara.govDC

Maryland

The Montgomery County Archives' website has a new address (http://www.montgomeryarchives.org), and a new look. The site features expanded information about the Archives' holdings and links to nearly all of its finding aids. With a population approaching one million, Montgomery County is Maryland's largest political entity, and includes the communities of Bethesda, Chevy Chase, Silver Spring and Wheaton. Established in 1985, the Archives resides in the historic Red Brick Courthouse in Rockville and houses about 2,000 cubic feet of records from 1935 to the present. The Archives, part of the Montgomery County Department of Public Libraries, provides reference services Monday–Friday, 8:30 am – 4:30 pm, though appointments are recommended.

The College of Library and Information Services at the University of Maryland hosted a seminar titled "The Hidden World of Government Disclosure Programs — What Users and Producers Must Know!" as part of its Professional Development Programs for Information Professionals. Participants learned about the existence, scope and results of the many different information release programs; how to use the programs currently available; and issues arising when access to records is denied. Specific cases in which declassification efforts clearly resulted in damage to national security were also examined.

Caucus Representative Mary Mannix can be reached at (301) 631-3764 or mm0028@mail.pratt.lib.md.us

New Jersey

The annual New Jersey Archives and History Day celebration will be held Saturday, October 14 at the Monmouth County Library Headquarters. Events will include a display of material from the New Jersey Archives and other historical organizations; showings of videos on archives; tours of the Monmouth County Archives, and presentations on the History of Jazz in New Jersey, the life of Alice Paul and "The Crossing." Two internet workshops will be offered: one for advanced genealogical researchers, the other — presented by MARAC member Tom Frusciano — for intermediate or advanced internet users interested in historical research. The keynote speaker will be Dr. Louise Maxwell, Associate Historian from the History Channel.

The New Jersey State Archives moved to new, expanded and improved facilities in the Department of State Building in April. The last public service day in the State Library building was April 7. Microfilm and frequently referenced collections were reopened at the new facility on April 25. Remaining collections should be available later this summer. Mail reference services have resumed, but through September will be limited to 3 inquiries for vital record per request. Updates are available on-line at http://www.state.nj.us/state/darm/darm.html, or by phone at 609-292-6260.

Caucus Representative Gary Saretzky can be reached at (908) 308-3772 or saretzky@rci.rutgers.edu.

New York

The Documentary Heritage Program of the New York State Archives provides training for archival staff through and a grant program for historical records. In New York City area, contact the METRO Council at 212-228-2320 for information on workshops. In the Long Island Region, call 631-632-6656 for further information.

The Archivists Roundtable of New York (ART) has, as usual, provided plenty of interesting programming for its members. In March, James L. Gates Jr., Library Director of the National Baseball Hall of Fame and Museum in Cooperstown, NY, presented the history of the Library. When the Hall of Fame and Museum was founded in 1939, the Library opened with one small section of books. Current holdings exceed 2.6 million items including books, photographs, scrapbooks,

programs, scorecards and clipping files on every major league player, including those in the Negro and Women's Leagues. The Library now provides a full range of library services and handles 65,000 reference inquiries a year.

April's speaker was Sara Cedar Miller, Historian, Photographer and Archivist of the Central Park Conservancy. Her slide presentation showed the history of the Park, the Conservancy and its archives. A non-profit organization founded in 1980 to manage and restore the Park in partnership with the NYC Department of Parks and Recreation, the Conservancy's holdings include some historic material from the 19th and early 20th centuries, but the bulk of the collections is the photographs, maps, renderings, historic preservation materials, horticultural plans and administrative papers of the Conservancy's activities.

In May, ART members met at Channel Thirteen/WNET public television for a tour of the new state-of-the-art headquarters and tape, photographic and corporate history archives and library. ART's Spring Workshop featured Tom Ruller and his fascinating presentation on electronic records. The workshop introduced participants to the issues associated with acquiring, preserving and providing access to archival records in electronic formats. A review of current research into electronic records management and preservation was included.

The Newburgh Free Library hosted a program for librarians and genealogists to celebrate National Library Week. "Roots on the Web: Practical Resources for Harried Librarians and Genealogists" offered practical approaches for using the Internet to answer genealogical reference questions. Additional topics in the program included on-line databases, e-books and current trends in genealogical reference works.

Caucus Representative Geoff Huth can be reached at (518) 798-5717 or ghuth@mail.nysed.gov

Pennsylvania

The Pennsylvania Historical and Museum Commission, Division of History sponsored the 2000 Conference on Black History in Pennsylvania. The theme of this year's conference was "African Americans at the Capital: Making History." The conference included scholarly papers, artistic performances and discussions by educators, community leaders, public officials and others. John Hope Franklin author of *From Slavery to Freedom: A History of Negro Americans,* gave the keynote address.

The Carnegie Library of Pittsburgh received one of 25 grants made by the Carnegie Corporation of NY in support of a three-phase project dedicated to preserving materials — including photographic prints and negatives — about Andrew Carnegie's life and the local history of industrialism. The grant focuses on collections at the Main Library and the Allegheny Regional Branch, home to the *Colonel Anderson Collection.* Carnegie himself had access to the books comprising this collection during his youth, which may have inspired his later efforts as a builder and promoter of libraries.

The Carnegie Library also hosted a program on preserving the legacy of Andrew Carnegie. The program featured Dr. Harold Livesay of Texas A&M University, author of *American Made: Men Who Built the American Economy* and *Andrew Carnegie and the Rise of Big Business* and consultant for the PBS series *American Experience* episode *Andrew Carnegie: The Richest Man in the World.* Additional program participants included Deanna Marcum, President of the Council on Library and Information Resources; Steve Doell of the Historical Society of Western Pennsylvania; Edward Galloway of the Heinz Archives at Carnegie Mellon University; Marilyn Holt-Carnegie from the Library of Pittsburgh; Dr. Perry Blatz of Duquesne University; Robert Gangeware, Editor of *Carnegie Magazine;* Dr. Ted Muller of the University of Pittsburgh; Don Etherington of the Etherington Conservation Center; Doug Munson of the Chicago Albumen Works; Susan Hartman of the Pennsylvania Historical and Museum Commission; and Janet Gertz from the Columbia University Libraries.

Head Archivist Donald Davis and Photo Archivist Jennifer Speelman of the Philadelphia Jewish Archives Center (PJAC) are proud to announce completion of their work on the Archives' website (http://www.libertynet.org/pjac). The site provides PJAC's history, a brief description of selected collections, a genealogical fact sheet, as well as summaries of three key projects: the Saligman Photographic

Digitization Project; the PJAC Video Project "Captured on Film: Chronicles of the Past;" and the Jewish Business Archives Project. An on-line exhibit "The Fruits of Her Hands: Jewish Women and Social Welfare, 1819–1920" is featured, along with links to many other Jewish and historical web sites.

Those who remember last year's presentation on the Philadelphia Naval Shipyard — and others interested in U.S. maritime history — will note that the proceedings of the symposium are now available from the Naval Historical Foundation. The work includes seven essays from the symposium, two appendixes, (one lists the ships built at the yard) and a bibliography of printed and manuscript material related to the shipyard. To purchase a copy, send a check for $12 (postage is included) payable to the Naval Historical Foundation, Attn: Changing Tides, 1306 Dahlgren Ave SE, Washington Navy Yard DC 20374-5505.

Pennsylvania's Department of Community and Economic Development (DCED) has awarded a one-time planning grant of $250,000 to the Seminary Ridge Historic Preservation Foundation (http://www.seminaryridge.org). Created in 1999, the Foundation restores, preserves and maintains Civil War-era properties and architecture with a specific focus on the Lutheran Theological Seminary campus in Gettysburg. Seminary Ridge, one of the few significant sites of the Battle of Gettysburg that is neither included in the National Military Park nor supported by federal funding, stood at the center of the first day of the Battle, July 1, 1863. Tens of thousands of Union and Confederate soldiers transformed the campus into a field of war. The Seminary's main classroom and dormitory, Schmucker Hall, served first as a military lookout, then as a hospital. Other buildings, and the campus itself, provided the setting for events related to the Battle. These buildings are still used today. The DCED grant will sustain the Foundation's early operations and allow initiation of planning for educational outreach, communication and research around key moral, social and cultural issues arising from the Battle of Gettysburg and the Civil War, issues that remain among the most understudied and unexplored in American history.

Caucus Representative Margaret Jerrido can be reached at (215) 204-6639 or mj@astro.ocis.temple.edu

Virginia

The Space Business Archives announces the opening of its first virtual exhibit "Back to the Future: Space Stations Yesterday and Tomorrow" available at http://www.spacearchive.org/exhibits.html. Founded in 1992 by industry leaders who realized the importance of preserving the primary records of the commercial space industry and currently located in Alexandria, the Archives collects materials from around the world. The successes and failures of space pioneers and businesses — from Wernher von Braun in the 1940s, to the recent IPO's of satellite and launch ventures organized by Rene Anselmo and David Thompson — can be found in the Archives collections, which are open to anyone interested in the development of the commercial space industry.

Caucus Representative Laura Drake can be reached at (804) 236-3713 or ldarke@lav.lib.va.us

Acid Free Archival Supplies

800-747-1249

Stocking Distributor for Hollinger, Light Impressions, and University Products.

Order all you needs at competitive prices with one purchase order.

See our e-catalog at: www.gmwyle.com

G.M. WYLIE COMPANY
PO BOX AA, WASHINGTON, PA 15301-0660

The Home of TIMEPRESERVERS® products.
MARAC member since 1989

ONE OF OUR OWN

Ben Primer

Ben Primer has multiple responsibilities as an administrator and archivist at Princeton University: University Archivist, Curator of Public Policy Papers, and Acting Associate Librarian for Rare Books and Special Collections. In any of his roles, Ben finds the most challenging aspect is "how to get people to work with one another." Interpersonal relations are also what he enjoys most about his work. "The part of my job I like best," says Ben, "is working with researchers and working with staff, finding the best people and helping them with their careers and watching them succeed."

Dedicated as he is to developing staff and their careers, Ben says of his first significant archives job, "I would not have hired me." That job was to organize the papers of Maryland Senator Charles Mathias. Ben considers himself lucky to have been hired initially, for he had been looking for academic employment in the early 1980s, an especially tough time to do so, and, while not unfamiliar with library and archives work, he had not yet received formal instruction as an archivist. However, courses at the National Archives Institute and additional training prepared him for his work — as did the beginning of his long and mutually beneficial association with MARAC.

There are upwards of 50,000 linear feet of personal papers and institutional records in Ben's charge, and the volume continues to expand. The Seeley G. Mudd Library houses papers on subjects like 20th century political history and also holds the Princeton University Archives. Under Ben's tutelage, the staff has grown to ten professionals supported by a good deal of student help. The special collections of Firestone Library document 20th century American literature (including F. Scott Fitzgerald), Western Americana and Victorian novelists. At the Firestone, Ben organizes programs, handles donor relations and takes on other projects, such as coordinating the publication of a new book on the photographs of Lewis Carroll, which features previously unpublished material from Princeton's collection. This proved challenging for, as Ben notes, "It is not yet 2003," when copyright issues will no longer officially apply to much unpublished work pre-dating 1978. Negotiations have been successfully conducted, and the book is due out soon.

In the midst of such varied and demanding work, however, Ben never loses sight of the importance of staff. "The quality of the staff [at Princeton] is exceptional," Ben says, and his measure of its effectiveness is his ability to do double duty at the Mudd and Firestone libraries. Princeton, MARAC, and the archives profession are the lucky ones: all have benefited from the exceptional work of Ben Primer.

Charles Greifenstein

Name:
Ben Primer

Current position:
University Archivist and Curator of Public Policy Papers, and Acting Associate Librarian for Rare Books and Special Collections, Princeton University

Place of birth:
Seattle, Washington, but hails from Aquarina, Texas

Undergraduate degree:
History, Rice University

Graduate degrees:
Ph.D. in History, The Johns Hopkins University

Year joined MARAC:
1982, Vice-Chair 1997–99

CORRECTIONS & CONGRATULATIONS!

In the Winter issue, MAA mistakenly extended congratulations to Melody Haymire for receiving the Modern Archives Institute Scholarship to attend the Winter 2000 session. Due to extenuating circumstances, Melody could not attend. So, belatedly, congratulations to **Judith Gardner-Flint**, who reports on p. 21 on her experience at the Winter 2000 Institue.

To happily complicate matters, the Leonard Rapport MAI Scholarship Committee decided to award the Summer 2000 MAI Scholarship to **Melody Haymire!** MAA extends all good wishes and looks forward to her account of the Institute.

CONGRATULATIONS!

MARAC member **Richard K. Lieberman,** Professor of History at La Guardia Community College & Cuny Graduate Center and Director La Guardia and Wagner Archives at La Guardia Community College, City University Of New York has been honored with a 2000 Sloan Public Service Award from the Fund for the City of New York. One of seven award recipients chosen from over 250,000 eligible city workers, Prof. Lieberman has been recognized and lauded for "reaching beyond the academy to take history to the general public" through his creation and development of the LaGuardia and Wagner Archives. More information is available on-line at http://www.fcny.org/html/sloan/sloan00/lieberman.htm

PRESERVATION NEWS

UPCOMING EVENTS

August 28–September 3.
Society of American Archivists Annual Meeting at the Adams Mark Hotel in Denver, Colorado. The SAA 2000 online annual meeting program is forthcoming at http://www.archivists.org. For information, or to obtain print copies of the program, contact Bernice Brack at 312-922-0140 or **bbrack@archivists.org.**

September 18–20.
The Northeast Document Conservation Center (NEDCC) "School for Scanning" conference at the University of Washington in Seattle. This conference includes numerous new and/or updated sessions, and several first-time faculty members, including Don Waters, Martha Anderson and Peter Hirtle. Check NEDCC's website **http://www.nedcc.org** for information.

Additional preservation workshops in the New England area may be found on-line at **http://mlin.lib.ma.us:80/mblc/ldev/preservation_calendar.shtml** courtesy of the Massachusetts Board of Library Commissioners.

October 21.
Williamstown Art Conservation Center workshop, "Identification and Preservation of Photographic Materials," location TBA in Western New York. Registration is $45. For information, contact Lori van Handel at WACC, 413-458-5741 or **wacc@clark.williams.edu.**

November 15.
NEDCC Disaster Preparedness workshop sponsored by the New York State Library Development's Conservation/Preservation Program and the Capital District Library Council, at the William K. Sanford Town Library, Colonie, Albany County, NY. Registration is $12. Participation is limited to 35. For registration information, contact Julia Chiplock at 518-474-6971 or **jchiploc@mailk/nysed.gov.**

RUTGERS UNIVERSITY PRESERVATION MANAGEMENT INSTITUTE

The 2000–2001 Preservation Management Institute (PMI) is designed to give participants a grounding in the range of preservation issues and technologies. The Institute will help participants understand the physical nature of collection holdings, from the processes that create them to the environmental and storage issues that affect them as well as options for repairing and replacing damaged materials. The range of techniques for preserving collections will be covered, and preservation administration will be placed in the context of other day-to-day management issues. As part of this Institute, participants will conduct a preservation survey, develop a preservation management plan and a disaster plan for their institutions. These planning documents will be reviewed by the PMI course director.

The Institute consists of three week-long sessions which will be held in central New Jersey over a one-year period:

- Session I November 13–17, 2000
- Session II April 23–27, 2001
- Session III August 13–17, 2001.

Participants who complete all of the work for the PMI will earn a Certificate in Preservation Management granted by Rutgers University's School of Communication, Information, and Library Studies. The registration fee is $3,995. The NJ Historical Commission has awarded Rutgers a grant for two scholarships to support attendance by New Jersey participants. For more information, contact Karen Novick, Director of Professional Development Studies at 732-932-7169 or **pds@scils.rutgers.edu**; or visit **http://www.scils.rutgers.edu/pds/pmi.html** for registration materials, course topics, schedule and list of faculty.

CLIR PUBLICATIONS

Enduring Paradigm, New Opportunities: The Value of the Archival Perspective in the Digital Environment by Anne J. Gilliland-Swetland (February 2000, 43pp. $15, publication 89). This report examines how the archival perspective can be useful in addressing problems faced by those who design, manage, disseminate and preserve digital information. The author reviews several recent and ongoing projects in which the archival community has provided leadership in setting the agenda or integrating the archival perspective.

Other recently published CLIR reports of interest to MARAC members are:

- *Collections, Content, and the Web.* February 2000, 74pp. $20, publication 88.
- *Managing Cultural Assets from a Business Perspective.* By Laura Price and Abby Smith. March 2000, 35pp. $15, publication 90.
- *Systems of Knowledge Organization for Digital Libraries: Beyond Traditional Authority Files.* By Gail Hodge. April 2000, 43pp. $15, publication 91
- *Authenticity in a Digital Environment.* May 2000. $20, publication 92.

For more information about CLIR reports, visit **http://www.clir.org/pubs/reports/reports.html**. Paper copies can be ordered from CLIR, 1755 Massachusetts Avenue, N.W. Suite 500, Washington, DC 20036; 202-939-4750.

MASS DEACIDIFICATION AND MOLD ARTICLES

"Mass Deacidification: Considerations for Archives," by Norvell Jones discusses the factors NARA considered in determining whether to become involved in a mass deacidification program. The article is from a paper given at the NARA preservation conference on mass deacidification on March 28, 2000.

"Mold: The Whole Picture. Part 4, Effect of Mold on Schools, Homes & Human Beings," by Ellen McCrady, is the latest article of a series on this topic and includes print references and websites related to mold, as well as listservs related to health.
Both articles appear in the Abbey Newsletter, 1999, v.23, #7–8.

ANNOUNCEMENT

The Massachusetts Board of Library Commissioners is proud to announce the availability of the Massachusetts Special Collections Directory in hardcopy. While the directory can be found on-line at **www.mlin.lib.ma.us/spec_coll.html**, this new print version provides a clear, well-indexed reading room resource for both staff and researchers.

Highlighting the myriad research topics embodied in 654 institutions throughout the state, the 417-page volume is organized first by municipality, then alphabetically by institution. Each listing provides

- contact person(s)
- telephone number
- email address
- URL
- hours
- services for the disabled
- other services, and
- published monographs and journals.

A special collections section adds collection descriptions, holdings by format, photocopying procedures and available finding guides. Finally, indexes allow access by personal and corporate name, institution, collection description, and subject.

The hardcopy edition may be obtained from Gregor Trinkaus-Randall, Massachusetts Board of Library Commissioners, 648 Beacon Street, Boston, MA 02215-2070; (617) 267-9400.

NFACE FOCUSES ON CONTINUING EDUCATION

Like most professional associations, MARAC considers continuing education one of its primary concerns. In fact, the issue has been central to the archival profession as a whole for decades. Nearly every strategic plan, action agenda and needs assessment undertaken by archival organizations and associations in the last 20–30 years has named education among its top goals and priorities. Today, dozens of associations, government agencies and other organizations provide active continuing education programs and offer hundreds of instructional opportunities each year. Many have worked hard to meet the demand. But significant gaps remain. Geographic regions remain under-served, ethnic communities still require specially tailored programs, seasoned professionals grapple with the changing nature of records, and a constant influx of new practitioners must be taught the basics. No single association can address all of these concerns or deliver services to the wide variety of people who care for our nation's records.

The National Forum on Archival Continuing Education (NFACE), held April 27–29, 2000, in Decatur, GA, provided the means for providers of continuing education for historical record keepers to join together to share resources and initiate collaborative solutions. The Council of State Historical Records Coordinators (COSHRC), in partnership with the American Association for State and Local History (AASLH) developed the NFACE project. Funding was provided by the National Historical Publications and Records Commission.

NFACE, an invitational conference, drew participants from more than 45 professional associations and 43 state historical records advisory boards. Attendees represented constituencies such as archivists; allied professionals like librarians, records managers, and museum curators; and volunteers who serve in community-based organizations. Danna Bell- Russel, Library of Congress, represented MARAC on the Program Committee, which in the year leading up to the conference oversaw an extensive data gathering effort and the development of an innovative process for the Forum itself. MARAC's official delegate to NFACE was Education Committee Chair Tom Rosko, The New-York Historical Society.

The conference created an unprecedented opportunity for leaders from national, regional and state-level organizations to exchange ideas and identify areas of common concern. The organizers emphasized the need for practical solutions and pushed participants to make solid commitments to pursue specific projects together. At the end of the intense two-day event, NFACE had drafted a 12-point Action Agenda (see sidebar) that consolidated more than 90 detailed recommendations generated during the conference's Incubator Sessions. Participants also made 50 specific commitments to undertake follow-up activities, both small and large.

The NFACE organizers are now preparing a full report on the conference and its recommendations. When complete, this report will be available on-line at **http://www.coshrc.org/nface** The NFACE website will continue to serve as a central information exchange mechanism for conference participants. It currently offers resources developed from initial research and information gathering process, including

- results of the NFACE Survey of Individual Continuing Education and Information Needs, which collected data from 2,050 individuals;
- a summary of priorities identified during 36 focus groups involving more than 600 participants; and
- a directory of more than 500 training opportunities held during 1999 or planned for 2000 offered by more than 100 organizations nationwide.

The NFACE staff have added materials generated by conference speakers or received in response to specific priorities identified in the Action Agenda. This wealth of information will be a valuable tool for organizations and individuals working to enhance their current educational programs or develop new ones.

Once the draft Action Agenda has circulated for discussion and comment, the NFACE Program Committee will prepare a final version. In addition, several efforts to implement specific recommendations have begun. COSHRC will host a meeting of representatives from national, regional and state-level archival continuing education providers during the 2000 National Association of Government Archives and Records Administrators meeting

NFACE FOCUSES ON CONTINUING EDUCATION

to discuss how they can address the Action Agenda, individually and collectively. AASLH has offered to host the current NFACE website and its development further into a clearinghouse for information about archival continuing education.

Vicki Walsh

Kathleen Roe
NFACE Program Chair
New York State Archives & Records Administration
Room 9C71
Cultural Education Center
Albany, NY 12230
518-474-6926
kroe@mail.nysed.gov

Vicki Walch
NFACE Project Coordinator
65 N Westminster St
Iowa City, IA 52245
319-338-6650
vwalch@coshrc.org

NFACE **http://www.coshrc.org/nface**

Draft Action Agenda for Archival Continuing Education from the National Forum on Archival Continuing Education

1. Create a nationwide clearinghouse of information to support the development, delivery, and accessibility of archival continuing education.

2. Pursue partnerships, collaboration and regular communication among professional archival organizations and with organizations serving allied professions.

3. Create a diverse and well-educated next generation of archival leadership.

4. Improve the quality and accessibility of archival continuing education and information resources for grassroots organizations and the volunteers who work to collect and preserve historical records in community-based organizations.

5. Improve the quality and accessibility of archival continuing education and information resources for individuals from diverse communities and those who work with records documenting diversity.

6. Improve the quality and accessibility of archival continuing education and information resources for allied professionals, including public librarians and museums curators, who bear responsibility for historical records as an adjunct to their primary duties.

7. Improve the quality and availability of archival continuing education by
- incorporating effective adult learning methods,
- leveraging appropriate technologies, and
- exploring non-traditional approaches to delivery.

8. Provide a firm foundation for ongoing assessment and analysis of archival continuing education needs by initiating research and evaluation of existing survey data and ensuring the collection of data to support longitudinal analysis.

9. Develop collaborative approaches to providing archival continuing education on specific topics or issues for which limited or no educational opportunities currently exist.

10. Broaden the base and depth of electronic records training by developing collaborative projects in support of the existing NHPRC initiative on electronic records.

11. Develop collaborative approaches to providing archival continuing education in specific geographic regions, particularly west of the Mississippi, in which individuals and repositories are located at great distances from each other and from potential sources of education and assistance.

12. Identify sources for both short-term and sustainable funding for collaborative archival education initiatives.

THE MODERN ARCHIVES INSTITUTE: A DIARY

Day 1 – January 24, 2000: The first order of the day was introductions. Director Mary Rephlo welcomed us to the Modern Archives Institute (MAI), then each of the 35 participants introduced ourselves. We hailed from all around the world, including one from Ireland, and worked in a variety of institutions, diversity which made for lively discussions and exchanges of ideas and experiences.

Next, we heard a presentation by David Gracy, State Archivist of Texas and former professor of Library Science and Archives at the University of Texas. Mr. Gracy first defined what an archivist does — manage recorded information that has enduring value — then launched into a humorous discourse on the Ten Fundamental Principles of Archives, which include 'Archives are us,' 'Archivists are never out of order' and 'Records change but archives do not.' The day concluded with a presentation on records management. Archivists promote records management programs — which govern the creation, maintenance and disposition of records — by educating personnel and developing transfer and disposition schedules.

Days 2–3 – January 25–26: The Great Blizzard of 2000! MAI did not meet and the federal government closed down. Could this mean that the anarchists are in control?

Day 4, Thursday, January 27: Classes resumed amid late trains and mounds of slush. The morning was devoted to Appraisal and Acquisition. Two types of archives were delineated: those that house materials within a corporation, government, or other organization, and those whose collections are not generated by the home institution. For these 'external collectors,' policies help focus collecting and reduce competition among institutions. These policies include the organization's overall mission, its programs, and definitions of its constituencies. Collection policies for internal archives also include mission statements, but should make clear who supports the program and who owns the records. We next launched into appraisal theory, that is, the process for deciding what records to retain. Two main factors are determined: primary value to the records creator and secondary value to researchers. Secondary value is further divided into evidential, informational and intrinsic value.

The rest of the day was spent grappling with arrangement and description of archives and manuscripts. Archives were defined as the records of an organization preserved for their continuing historical or research value. Manuscripts or personal papers were defined as documents accumulated or created by an individual or family, and subject to disposition at will. The objectives of arrangement are first, to restore (insofar as possible) the original order of the materials to show how it was used by the creator and why it was created; and second, to provide a basically rational order in which individual documents or facts can be found.

Day 5 – January 28: Following a quick but interesting tour of the National Archives (Archives I), we looked into the legal aspects of access to archival records. The Privacy Act and the Freedom of Information Act, which only applies to the Executive Branch, control access to government records. In making records available to the public, the archivist balances preservation needs against researchers' needs, always keeping in mind what the prevailing statutes allow.

Day 6 – January 31: The Great Ice Storm of 2000 kept me from the train station. In Washington, MAI held an abbreviated session devoted to maps and photographs at Archives II in College Park.

Day 7 – February 1: The Institute convened this day at Archives II, the direct opposite of its older sibling in DC. It is large and modern, filled with wonderful architectural shapes and huge splashes of light, and very quiet which made me feel I was entering some secret laboratory. We devoted the morning to the broad subject of preservation. The first step in any preservation program is to survey the record group and consider quantity, medium, potential use, housing requirements, general condition, and finally the risk incurred in handling. After this general explanation, discussion centered on furniture, enclosures, plastics and fasteners. In the afternoon, we saw a presentation on the preservation of electronic records. I found the topic confusing, but hearing that in the year 2000, 75% of government records will be electronic, certainly made me aware that this a critical area of concern.

CONTINUING EDUCATION FOCUS OF NFACE CONFERENCE

Day 8 – February 2: The themes of the day were public programs, volunteers, and grants. In general, successful public programs target different constituencies of visitors (tourists, genealogists, novelists, school children, etc.) with diverse programming efforts. These can include newsletters, conferences, exhibits, workshops and performances. Successful volunteer programs include written job descriptions, consistent and careful interviews, and training constructed to relieve staff of routine tasks. At the same time, we were cautioned that volunteers should not be involved in staff matters or policies and procedural decisions.

The third topic — grants — first focused on the National Historical Publications and Records Commission (NHPRC), then moved to more general discussion. Grant seekers must be sure of institutional support before approaching funding agencies, be they federal or local government, or one of the more than 39,000 grant-making foundations. Several sources should be considered to fund a project, with the expectation of receiving less funding than requested, often with conditions attached. Grant proposals should include the institution's mission statement, timelines for the project, samples of projects already completed, and descriptions of the material to be processed or displayed upon receipt of a grant.

Day 9 – February 3: The Library of Congress was a real treat! We first toured the renovated Jefferson Building with its ornate and impressive architectural details (showing our tax dollars at work!). The Library has 21 reading rooms and contains 115 million items, of which 20 million are books. An in-depth tour of the Manuscripts Division followed. This department holds 12,000 collections, receives 1.2 million items a year, has 30–40 people working on current gifts and a 5 million-item backlog. The reading room reference staff answers queries in person, by telephone, letter, and e-mail, and handles nine to ten thousand research visits a year. We saw a selection of their collection gems, including the original draft of Martin Luther King's 'I have a dream' speech.

Day 10 – February 4: On the last day of the Institute, we grappled with some of the ethical issues that archivists confront. We discussed a lengthy list of those we affect with our decisions: our own institutions and others, donors and patrons, those mentioned of the documents and the documents themselves, our colleagues and the archival profession as a whole. A code of ethics for archivists has compiled by the Society for American Archivists, but it is still an ongoing document.

Conclusion: To make up for time lost to the Great Blizzard, an extra session was scheduled for Saturday, February 5, to cover description of archival collections. Over third of the class, including myself, could not attend this unexpected session. Description of collections — guides, finding aids, series descriptions, etc. — was the one area I was really looking forward to exploring, and I was disappointed that I could not attend this additional session. On a more general level, I felt the entire course, while very enlightening and informative, stressed the resources and policies of the federal archives too heavily. I had hoped to hear alternatives ideas for preservation and procedures for those of us who hail from more economically challenged institutions.

These comments aside, I thought the Modern Archives Institute was a very useful and well-organized exercise for any archivist to attend. I returned to Baltimore with a suitcase full of resources that I can use in the future. And finally, I am very appreciative of the financial support given to me by MARAC and my own institution, the University of Baltimore.

Judith Gardner-Flint
University of Baltimore
Recipient of the MARAC Leonard Rapport Modern Archives Institute Scholarship

LEONARD RAPPORT MODERN ARCHIVES INSTITUTE SCHOLARSHIP

MARAC offers an annual scholarship (two when funding permits) of $585 to cover tuition for one individual to attend the Winter Modern Archives Institute (if two scholarships are available, one will be for the winter institute and one for the summer institute). This scholarship is established in honor of MARAC member Leonard Rapport and is known as the Leonard Rapport.

To qualify each applicant must:

1. Be a new member in good standing of MARAC with a membership of at least three months but less than three years at the time of application, and a member of a state caucus,

2. Be a new employee of at least one and no more than five years in an archival or archives-related field at the time of application, and

3. Not have received any MARAC scholarships prior to this award.

To Apply: Applicants should submit

- a current resume;
- a letter outlining compliance with the qualifications AND including a statement indicating the perceived benefit of attending the Institute; and
- two letters of recommendation from persons having definite knowledge of the applicant's qualifications.

Deadlines: Applications for the Winter Institute Scholarship should be received no later than October 1; recipients will be notified by December 1.

Applications for the Summer Institute Scholarship (if available) should be received no later than February 1; recipients will be notified by April 1. If there are no funds available for the summer scholarship, applications will be carried over into the fall scholarship application process.

Send applications to:

Tom Rosko
Chair, Education Committee
Senior Archivist for Manuscripts,
NYU/N-YHS Mellon Project
The New-York Historical Society
170 Central Park West
New York, NY 10024-5194
(212) 712-9082
FAX (212) 875-1591
tjr6@is7.nyu.edu

Individuals accepting the scholarship agree to write an essay not to exceed 1,000 words for publication in the *Mid-Atlantic Archivist* describing their experiences at the Institute

Please Note: Application is for scholarship ONLY! Applicants must also contact the Modern Archives Institute to reserve space. For further information about the Modern Archives Institute, contact:

Mary Rephlo
Staff Development Officer
National Archives and Records Administration
(301) 713-7390 ext. 260
mary.rephlo@arch2.nara.gov

Modern Archives Institute webpage:
http://www.nara.gov/professional/mai.html

EMPLOYMENT OPPORTUNITIES

As a service to the MARAC membership, the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *MAA* reserves the right to decline or edit announcements to eliminate statements inconsistent with the principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments. Further, it is assumed that all employers comply with Equal Opportunity/Affirmative Action regulations.

There is no fee for publishing job opportunities; however announcements from the MARAC region will be given priority. Deadlines for submission are the first of March, June, September and December. Because certain issues are delivered via bulk mail, exact delivery dates cannot be guaranteed.

Project Archivist. (temporary)

Union Theological Seminary, Burke Library, New York, NY.

The Burke Library is seeking an experienced processing archivist, ideally with a background in religion and/or theology and/or a specialization in women's studies, to process the papers of the Archives of Women in Theological Scholarship (AWTS). The AWTS is a documentation strategy project funded by the National Historical Publications and Records Commission to provide access to the scholarly and personal papers of prominent women who have reshaped the disciplines of theological education and influenced the course of American religious life over the past thirty years. The collections for the project, which is in its second year of operation, will be actively surveyed and accessioned throughout the entire grant period and are estimated finally to comprise up to 300 cubic feet. The collections of the AWTS will provide unprecedented insight into a time in American religious history when women scholars began to have a significant impact on the academy, the church, and society. Together, they form a critical and unique segment of the broader intellectual history of the United States and are of value not only to the study of theology and religion, but to future research in a broad range of humanities and social science disciplines.

Responsibilities: Under the direction of the Archivist/Project Director, the Project Archivist will manage the appraisal, arrangement and description of the AWTS records. The Project Archivist will prepare draft finding aids and MARC:amc worksheets for each collection which s/he will transfer, with the assistance of the Technical Services Department and the Seminary Webmaster, to the Library's on-line catalogue (SOPHIA) and to RLIN. S/he will work with the Seminary's Webmaster to prepare EAD format finding aids and to post them to the Seminary and AWTS WWW sites, respectively. As time permits, the PA may provide reference services for the collections; write articles about the collections for placement in archival, historical, or theological journals; and work with the Project Director to publicize the collections at meetings and conferences. Requirements: A master's degree in history, library science or a related field is required, as is experience in processing and cataloguing extensive archival collections. Familiarity with the MARC:amc and EAD formats in archival cataloguing is strongly preferred, as is scholarly familiarity with 20th century Christian feminism.

This is a term position, full-time, 35 hours per week, and temporary (expected to last for eighteen months from July 1, 2000 through January, 2002). Two-week vacation. The salary is $35,000.

Executive Director

The Philadelphia Jewish Archives Center collects and preserves the historical records of the Philadelphia Jewish community providing primary source material for research and educational material for public display. Our web site is **www.libertynet.org/pjac.** We seek dynamic person to lead our small professional team. Responsibilities include overseeing collections management, development, financial management, external relations, communications, educational programming and working closely with volunteer board. Position requires management experience, experience in fund raising, financial oversight, grant writing, working with board of Trustees, strong communication skills and good working knowledge of computers. Degree in history, archives or related experience preferred. Knowledge of Philadelphia and its history is desirable. Salary commensurate with experience. Please send resume and salary history in confidence to Schneirov Management Consultants, 1515 Locust Street, Philadelphia, PA 19102.

EMPLOYMENT OPPORTUNITIES

Head Librarian
The Delaware Art Museum is seeking a full-time librarian to oversee the museum's art research library and archives with rare documents related to the Museum's permanent collection. The librarian will contribute to the planning for an expansion of the library into a user-friendly information center with enhanced technological access to data. Responsibilities include oversight of library cataloguing systems, library collection development, promotion of library resources and oversight of expanded library hours/activities. The librarian assists museum staff, visiting scholars, and the general public in utilizing this unique resource specializing in English Pre-Raphaelite art, the Golden Age of American Illustration and the Ashcan School.

Requirements: minimum of two years' experience as a librarian, preferably in the art field, strong computer skills, M.L.S. degree and knowledge of American art are required. Submit letter of interest and resume to Nancy Miller Batty, Chief Curator, Delaware Art Museum, 2301 Kentmere Parkway, Wilmington DE 19806 EOE

Two Assistant Project Archivists
Project Archivist
The Rockefeller Archive Center invites applications for three positions.

(1) The Center will add two assistant project archivists to the staff of its preservation microfilming program, with responsibilities for arranging documents, preparing them for filming, and performing film post-inspection and other tasks. Those hired will be trained in a team setting under the direction of an experienced archivist. Candidates must have at least an undergraduate degree in history or related field; or have some course work in archival management. Recent graduates from programs in library and information science are encouraged to apply. Some archival experience is preferred.

(2) The Center seeks a project archivist to process the archives of foundations deposited at the Center. Applicants should have at least a year of processing experience; or hold a master's degree in archival management, or library and information science, and have some processing experience.

Positions will be filled as soon as possible. Excellent benefits package; salaries commensurate with experience. AA/EOE. Apply to: Darwin H. Stapleton, Director, Rockefeller Archive Center, 15 Dayton Avenue, Sleepy Hollow, NY 10591-1598

MARAC MEETING SCHOLARSHIPS & MARAC FINDING AIDS AWARDS

MARAC MEETING SCHOLARSHIPS

MARAC offers two scholarships of $300 each for individuals to attend its semi-annual meetings. Scholarship funds may be used for conference registration, workshops, conference meals, and travel expenses. Persons meeting the following criteria are encouraged to apply.

To qualify each applicant must:

1. Be a new member of MARAC with a membership of at least one month and less than two years duration at the time of application;
2. Be a new employee of less than two years in an archival or archives related field,

OR

Be currently enrolled as a graduate student in history or a related field, library science or archival administration, having taken at least three credit hours in archival studies, by the application deadline (full time and part time students will be considered);

3. Not have received any MARAC scholarship previous to this application; and
4. Be from an institution (if employed) that is unable or unwilling to provide conference expenses.

To apply: Applicants should submit

- a current resume;
- a letter outlining compliance with the qualifications AND the benefits the applicants expect from the scholarship;
- a letter of reference from a person who can indicate how the applicant can benefit from a MARAC scholarship; and
- the name, address, and phone number of an immediate supervisor or graduate advisor

If employed, applicants should include a statement explaining the institution's inability to provide conference expenses.

Deadline: Applications must be received by March 1 for the Spring conference scholarship, and September 1 for the Fall award.

MARAC FINDING AIDS AWARDS

Submissions are now being accepted for the 2001 MARAC Finding Aids Awards to recognize outstanding achievement in the preparation of finding aids, both paper and electronic, by institutions within the MARAC region.

The finding aids must be issued by an institution in the MARAC region. Nominated finding aids must have been available to the public during the calendar year 2000. The top award, known as the Frederick M. Miller Finding Aids Award, honors the life and work of Dr. Miller.

Monetary awards will be presented at the spring meeting in May 2001.

More information on the Finding Aids award committee selection process can be found on the MARAC website
http://www.lib.umd.edu/MARAC/maracawd.htm#Finding
Please send the URL, or two copies of a printed finding aid, by March 12, 2001 to:

Lynn Catanese
Hagley Museum and Library
P.O. Box 3630
Wilmington, DE 19807
catanese@udel.edu

ARLINE CUSTER MEMORIAL AWARD

This award honors the memory of Arline Custer (1909–1975), MARAC member and editor of the *National Union Catalog of Manuscript Collections,* and is presented by the MARAC Arline Custer Memorial Award Committee. The award recognizes the best books, monographs, exhibition catalogues, and articles published by MARAC members and other individuals and institutions in the MARAC region. Material submitted must appeal to the general public as well as the archival community. The criteria for evaluation are: relevancy both to the archival community and the general public, originality and quality of scholarship, style of writing, presentation and layout.

Recent winners include: Linda Ries of the Pennsylvania Historical and Museum Commission, for her guest editorship of *Pennsylvania History: Special Issue: History of Photography in Pennsylvania;* James P. Quigel, I.U.E. Archivist, for his guest editorship of *The Journal of the Rutgers University Libraries: Consumerism, Labor Unions, and the Pursuit of the American Dream;* and Leslie Hanson Kopp of Preserve, Inc., editor of *Dance Archives: A Practical Manual for Documenting and Preserving the Ephemeral Art.*

1999 winner: *Becoming Visible: An Illustrated History of Lesbian and Gay Life in Twentieth-Century America,* by Molly McGarry and Fred Wasserman. This book grew out of a landmark exhibition curated by the co-authors and fellow MARAC member, Mimi Bowling and held at the New York Public Library. The book was awarded the prize on the basis of its excellent, innovative scholarship using archival sources, its clear presentation to the general reader, and its artful layout and use of archival images.

Archival finding aids, including guides, are not eligible and should be submitted to the MARAC Finding Aids Award Committee.

Up to two awards may be given, with a maximum value of $200.00 for books or monographs, and $100 for articles. The 2000 Arline Custer Award winner(s) will be announced at the Fall Business Meeting, October 19–21, 2000 in Cleveland, Ohio.

Individuals or institutions may submit up to two works which were published between July 1, 1999, and June 30, 2000. Submissions must be received by August 31, 2000. Please send ***two*** copies of each submission to:

Larry Baume
5805 Taylor Road
Riverdale Park
MD 20737.
301-713-7110 ext. 234,
larry.baume@arch2.nara.gov

ANNOUNCEMENT

The Long Island Library Resources Council-Documentary Heritage Program will sponsor the Fifth Annual Archives Week Leadership Conference on October 12, 2000 at the U.S. Merchant Marine Officers Club, Kings Point, New York. This year's theme is *Long Island Archives/By Land, By Sea, By Cyberspace.* For more information or to be added to the mailing list, please contact Virginia Antonucci, Regional Archivist, Documentary Heritage Program at 631-632-6656.

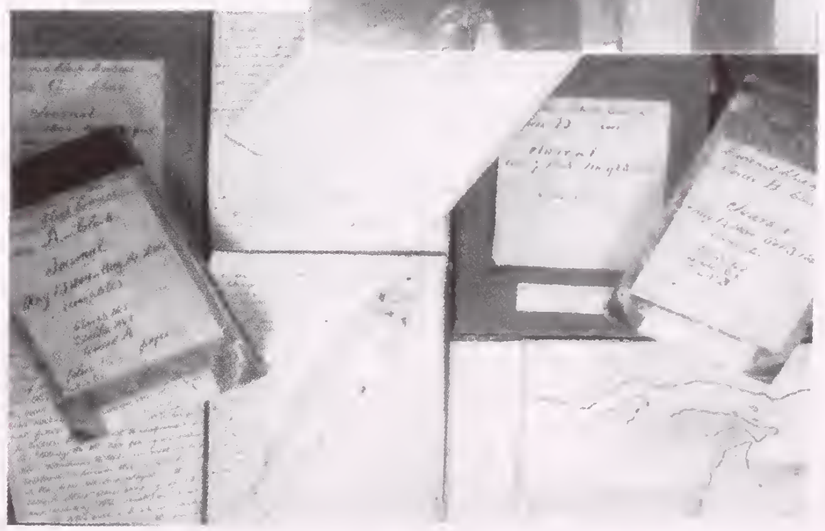
Archives Communicate From The Past Into The Future

Above:
Courtesy of the Human Studies Film Archives,
Smithsonian Institution

Left:
Courtesy of the National Archives at College Park, MD. Still Picture Branch
Creating Organization: War Dept. War Plans Division Historical Section
Title: Vocational training for S.A.T.C in University of Michigan, Ann Arbor. Class in Pole-Climbing in the course for telephone electricians, with some of their instructors. University of Michigan

Right:
Courtesy of the Association
of American Railroads
Photographic Collection, Virginia
Museum of Transportation
Archives, Roanoke, Virginia

Below:
Courtesy of the American
Philosophical Society Library
105 South Fifth St.,
Philadelphia, PA



Left & Below:
Courtesy of the New York City Department of Records
and Information Services Municipal Archives.
WNYC Radio Room- July 8. 1924 and
WNYC Van - November 26, 1931

Archives Week - October 8-15, 2000

MARAC

MARAC
6707 Old Dominion Drive
Suite 315
McLean, VA 22101

TIME VALUE MAIL

PRSRT STD
U.S. POSTAGE PAID
FAIRFAX, VA
PERMIT NO 6221

Ship To:

Rodney A. Ross
NARA
1311 Delaware Avenue SW, #S849
Washington, DC 20024

ISSN: 0738-9396

Editor
Susan Aprill

Associate Editor
Lynne Humphries-Russ

Advertising Editor
Bruce Abrams

Book Review Editor
Mary Boccaccio

Preservation News Editor
Evelyn Frangakis

Session Abstracts Editor
Jefferson Moak

Software Editor
Kathleen D. Roe

State and Local News Editor
Danna C. Bell-Russel

Technical Leaflet Editor
Frank Serene

The *Mid-Atlantic Archivist* (*MAA*) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are $35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at $15 per year.

Membership applications should be addressed to: MARAC, 6707 Old Dominion Drive, Suite 315, McLean, VA 22101-4503; phone: (703) 556-4905; fax: (703) 556-9301; **cpayson@kimbal.com.**

Material for publication should be sent to Susan Aprill, Archivist & Information Manager, Edwin Schlossberg Incorporated, 641 6th Avenue, 5th Floor, New York, NY 10011, phone: (212) 989-3993 x237; fax: (212) 691-0290; **saprill@esinter.com.** Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007; phone: (212) 374-4376.